

REQUEST FOR SPACE

Submit this form to the public building or space in which the requested space is located. **Approved For Release 2000/04/18 : CIA-RDP82-00803R000300190026-9**

1. DATE OF REQUEST 3 December 1974	2. AGENCY REQUEST NUMBER	3. REQUESTING DEPARTMENT OR AGENCY Executive Office of the President
4. ADDRESS OF REQUESTING DEPARTMENT OR AGENCY		5. SPACE REQUESTED AT (<i>Give city and State</i>) Arlington, Virginia
Check applicable box below. IF NO GOVERNMENT CONTROLLED SPACE IS AVAILABLE REQUESTING AGENCY <input type="checkbox"/> WILL ACQUIRE NEEDED SPACE UNDER ITS ACQUISITION AUTHORITY <input type="checkbox"/> WISHES GSA TO PROCEED WITH ACQUISITION OF REQUESTED SPACE		6. SPACE TO BE OCCUPIED BY (<i>Bureau, division, branch, etc.</i>) Official Vehicles

7. TO: **Edward M. Kidwell, Director**
Space Management Division, Office of Operating Program
Public Buildings Service
General Services Administration
Washington, D. C. 20405

8. ARE FUNDS AVAILABLE FOR REIMBURSEMENT FOR RENT AND/OR SERVICES? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	10. TERM OF OCCUPANCY FROM: _____, 19____ TO: <input checked="" type="checkbox"/> INDEFINITE <input type="checkbox"/> _____, 19____
9. TYPE OF REQUEST (<i>Check one</i>) <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL <input type="checkbox"/> SUPPLEMENTARY AGREEMENT	11. TYPE OF SPACE DESIRED <input type="checkbox"/> GENERAL PURPOSE <input checked="" type="checkbox"/> Parking SPECIAL PURPOSE <input type="checkbox"/> LAND

12. EMPLOYEES TO OCCUPY SPACE						
A. OFFICE EMPLOYEES	GROUP				B. NON OFFICE EMPLOYEES	TOTAL ALL EMPLOYEES
	1 GS 1-6	2 GS 7-11	3 GS 12 & ABOVE	TOTAL IN OFFICE SPACE		
NUMBER						
Do not use this space					NA	NA
13. SPACE DETAILS	A. OFFICE	B. FILES	C. STORAGE OR WAREHOUSE	D. OTHER (<i>Explain in Remarks</i>)	F. TOTAL	E. LAND REQUIRED (<i>In Sq. Ft. or Acres</i>)
SQUARE FEET						

14. FACILITIES NEEDED AND SPECIAL REQUIREMENTS (<i>Furnish detailed information: attach additional sheet if necessary</i>) Three parking spaces for official vehicles at 1000 N. Glebe Road, Arlington, Virginia	15. JUSTIFICATION FOR SPACE REQUESTED (<i>Continue on reverse if necessary</i>)
16. REMARKS (<i>Continue on reverse if necessary</i>)	

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17. I certify that the space requested above is necessary for the proper functioning of the agency named	
NAME OF AUTHORIZED REQUESTING OFFICIAL (<i>Typed</i>) Chief, Real Estate & Construction Division	SIGNATURE OF AUTHORIZED REQUESTING OFFICIAL
ACTION BY GENERAL SERVICES ADMINISTRATION	
<input type="checkbox"/> SPACE OFFERED FOR REVIEW (<i>See attached statement or report</i>) NO GOVERNMENT-CONTROLLED SPACE IS AVAILABLE: <input type="checkbox"/> AGENCY MAY PROCEED WITH ACQUISITION UNDER ITS ACQUISITION AUTHORITY. <input type="checkbox"/> GSA IS PROCEEDING TO ACQUIRE SPACE REQUESTED.	NAME OF AUTHORIZED OFFICIAL (<i>Typed</i>) TITLE _____ DATE _____ SIGNATURE OF AUTHORIZED OFFICIAL _____

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TRANSMITTAL SLIP		DA
TO: C/AS/ [REDACTED]		
ROOM NO. 1003	BUILDING Key	
REMARKS:		
<p>① NANCY - make copy for Chief [REDACTED] done J. [REDACTED] rku</p> <p>② DC/Adm [REDACTED]</p> <p>③ LOGS</p>		
FROM: OL/REC'D/REB		
ROOM NO. 936	BUILDING Ames	EXTENSION 3438
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. (47)